

Office of the
Legislative Fiscal Analyst

FY 2004 Budget Recommendations

Joint Appropriations Subcommittee for
Capital Facilities and Administrative Services

Utah Department of Administrative Services
Division of Archives

Contents:

- 1.0 Summary
- 2.0 Issues
- 3.0 Programs
- 4.0 Additional Information

1.0 Summary: Division of Archives

The Utah State Archives is the repository for official records of the State and its political subdivisions. The Division of Archives serves State government and the public by managing records created by the legislative, judicial, and executive branches. Records created by government agencies are divided into record series, or documents of like purpose, that reflect the various functions of the agency.

The Division of Archives is the official custodian of all non-current public records of permanent value that are not required by law to remain in the custody of the agency of origin.

Utah Code 63-2-75 defines the role of State Archives:

The archivist shall establish and administer in the executive branch of State government a records management program which will apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of State records.

	Analyst FY 2004 Base	Analyst FY 2004 Changes	Analyst FY 2004 Total
Financing			
General Fund	1,837,100	(3,800)	1,833,300
Dedicated Credits Revenue	39,500		39,500
Total	\$1,876,600	(\$3,800)	\$1,872,800
Programs			
Archives Administration	400,700	(3,800)	396,900
Records Analysis	339,600		339,600
Preservation Svcs	283,700		283,700
Records Services	445,900		445,900
Patron Services	406,700		406,700
Total	\$1,876,600	(\$3,800)	\$1,872,800
FTE/Other			
Total FTE	30		30

2.0 Issues: Division of Archives

2.1 Employee Retention

During the 2001 General Session, the Legislature allocated \$100,000 for salary equity issues within the Division of Archives. The Legislature provided these funds based on the understanding that the size of the Archives program prevented it from making internal moves to address compensation issues. However, since the funds were appropriated the Executive Branch offered FTE cuts in excess of the amount provided in 2001. Section 3.1 provides further analysis of this issue.

2.2 Cataloging Governor's Records

The State Archives is the permanent repository for most records generated by governors. Over the years many records were simply boxed and stored without proper cataloging. Beginning in 2000, the Legislature provided one-time funds each year to catalog and microfilm documents of former Governors. The project used one-time funds to process records created by Governors Rampton and Matheson. With the project nearing completion, the Archives still owns another 250 cubic feet of records created by Governors Dern, Maw, Lee and Clyde.

2.3 Archives Master Plan

For years the Division of Archives has sought a new place from which to operate. The current Capitol Hill location is insufficient for long term needs. Last year the Legislature approved a \$40,000 program study to determine the best option for the Archives. The program suggested a \$10.3 million facility that would include space for permanent storage. Following that report, DFCM and the Arts Council engaged in yet another design process to find a suitable location for a new archives facility. This new process resulted in a request for a new facility to be located next to the Rio Grande Depot at a cost of \$9.3 million. However, there may now be an opportunity to take advantage of low lease rates in downtown Salt Lake City and provide the archives with suitable space without incurring capital construction costs. A full consideration of this issue is provided in the Capital Budget Recommendation.

3.0 Programs: Division of Archives

3.1 Administration

	2002	2003	2004	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	501,100	433,400	396,900	(36,500)
Beginning Nonlapsing	63,100	7,400		(7,400)
Closing Nonlapsing	(7,400)			
Total	\$556,800	\$440,800	\$396,900	(\$43,900)
Expenditures				
Personal Services	293,200	226,400	190,000	(36,400)
In-State Travel	2,900	3,400	3,400	
Out of State Travel	5,400	8,200	8,200	
Current Expense	86,200	83,000	87,000	4,000
DP Current Expense	169,100	119,800	108,300	(11,500)
Total	\$556,800	\$440,800	\$396,900	(\$43,900)
FTE/Other				
Total FTE	4	4	4	
*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency				

Employee Retention

In 2001, the Analyst reported that the Division of Archives loses approximately fifteen percent of its employees each year and that compensation for professional archivists employed by the Division of Archives lags 6.2 percent behind market average.

During the 2001 General Session, the Legislature allocated \$100,000 for salary equity issues within the division created difficulties in attracting and retaining key employees. The Legislature provided these funds based on the understanding that the size of the Archives program prevented it from making internal moves to address compensation issues. However, since the funds were appropriated the Executive Branch offered (and the Legislature approved) budget cuts in excess of the amount provided in 2001.

As part of the budget adjustments made in FY 2002, the Executive Branch proposed, and the Legislature ratified, a proposal by the Department of Administrative Services to cut two FTE and reduce the Archives budget by \$58,000. As FY 2003 cuts were considered another \$102,6000 was cut from Archives personal services, leaving the Division \$60,000 behind where it was two years ago when the budget was in "crisis."

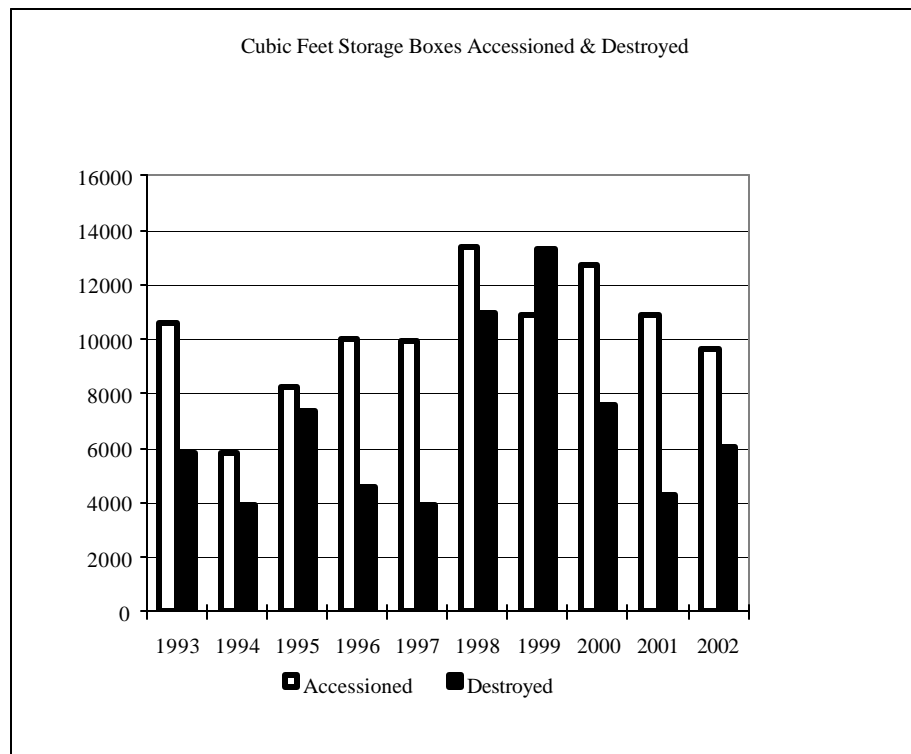
3.2 Records Services

	2002 Actual	2003 Estimated	2004 Analyst	Est/Analyst Difference
Financing				
General Fund	500,100	444,600	445,900	1,300
General Fund, One-time		67,100		(67,100)
Total	<u>\$500,100</u>	<u>\$511,700</u>	<u>\$445,900</u>	<u>(\$65,800)</u>
Expenditures				
Personal Services	231,500	244,100	244,100	
Current Expense	268,600	267,600	201,800	(65,800)
Total	<u>\$500,100</u>	<u>\$511,700</u>	<u>\$445,900</u>	<u>(\$65,800)</u>
FTE/Other				
Total FTE	7	7	6	(1)

*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency

Storage of Records

Another significant area that impacts this budget is the cubic feet of storage boxes. Increases beginning in FY 1994 have leveled out slightly in recent years. However, the net increase each year continues to demand a significant amount of storage space. Part of the Capitol Hill master plan will address future needs for the Division.



*Record processing is
nearly seventy
percent complete*

During the 2000 General Session the Legislature redirected non-lapsing funds to the Division of Archives for a two year project to process records from Governors Rampton and Matheson that were safely stored, but never cataloged. Upon completion of processing citizens may access and use the records. The Legislature directed one-time funding for this project to the Rampton and Matheson records. Full expenditure of the appropriation will coincide with project completion at the end of FY 2003. If the records of governors Dern, Maw, Lee and Clyde are to be completed in a timely manner, additional funds will be needed.

UTAH STATE ARCHIVES & RECORDS SERVICE			
Governors' Record Project, 1986 - (territorial holdings-few-all processed)			
		Cu. Ft. of	
Governor	Term	Records	Progress
Wells	1896-1905	5.5	processed and filmed
Culter	1905-1908	2	processed (2002), most filming pending
Spry	1909-1917	19.2	processed and filmed
Bamberger	1917-1921	1.6	processed and filmed
Mabey	1921-1925	0.9	processed and filmed
Dern	1925-1933	47.7	not processed
Blood	1933-1941	76	processed, filming in progress
Maw	1941-1949	46.9	not processed
Lee	1949-1957	58.6	not processed
Clyde	1957-1965	103.8	not processed
Rampton*	1965-1977	190.6	processed, filming in progress
Matheson*	1977-1985	123.9	being processed
Bangerter	1985-1993	121.9	processed and filmed
Records Processing In Progress		123.9	15.5%
Records Awaiting Processing		257.0	32.2%
Records Processed		417.7	52.3%
Total Records (Cubic Feet)		<u>798.6</u>	
*= Records done with specially allocated monies			

3.3 Preservation Services

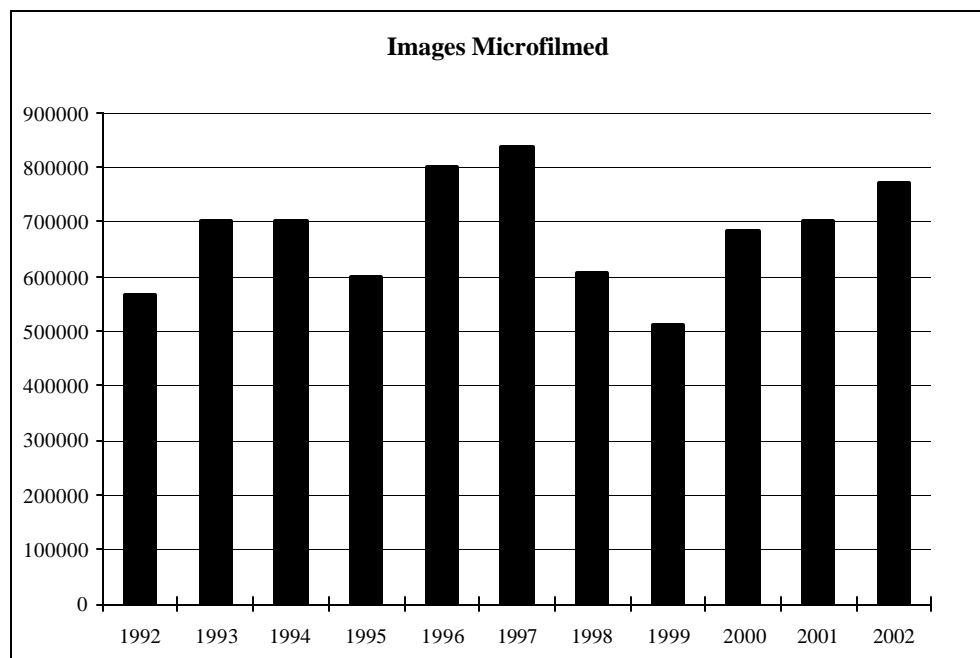
	2002 Actual	2003 Estimated	2004 Analyst	Est/Analyst Difference
Financing				
General Fund	280,700	239,600	250,100	10,500
Dedicated Credits Revenue	16,200	33,600	33,600	
Total	\$296,900	\$273,200	\$283,700	\$10,500
Expenditures				
Personal Services	242,300	243,800	254,300	10,500
In-State Travel	500			
Current Expense	54,100	29,400	29,400	
Total	\$296,900	\$273,200	\$283,700	\$10,500
FTE/Other				
Total FTE	7	7	6	(1)

*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency

This program is responsible for providing microfilming services to State agencies and quality assurance to agencies that possess their own microfilm cameras. Consulting services are provided to all State agencies for their microfilming needs.

The items sold by State Archives primarily include copies of records such as divorce decrees, military discharge records, and copies of microfilm records. Both the general public and State agencies access records from archives. Fees charged represent the actual costs of State Archives in providing these services.

Performance Measures



3.4 Records Analysis

	2002	2003	2004	Est/Analyst
Financing	Actual	Estimated	Analyst	Difference
General Fund	322,800	344,700	339,600	(5,100)
Total	\$322,800	\$344,700	\$339,600	(\$5,100)
Expenditures				
Personal Services	316,200	339,700	334,600	(5,100)
In-State Travel	1,300			
Out of State Travel	1,700			
Current Expense	700			
Other Charges/Pass Thru	2,900	5,000	5,000	
Total	\$322,800	\$344,700	\$339,600	(\$5,100)
FTE/Other				
Total FTE	7	7	7	
*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency				

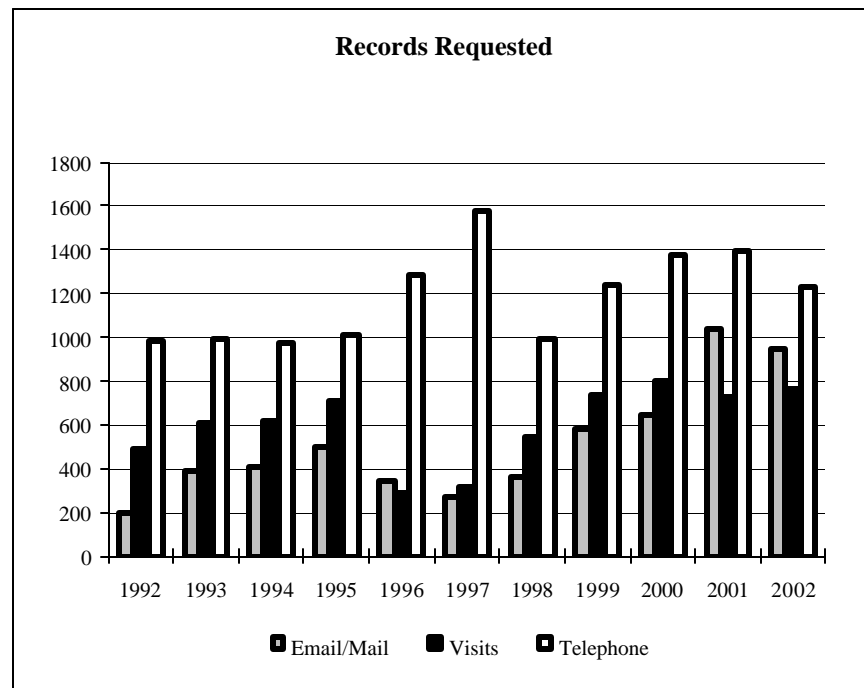
The Records Analysis section of the Division of Archives provides consulting services to State agencies in the management of their records. This responsibility includes retention scheduling, freedom of information and privacy classification, staffing of the State Records Committee, and records and information management training.

3.5 Patron Services

	2002 Actual	2003 Estimated	2004 Analyst	Est/Analyst Difference
Financing				
General Fund	382,000	374,800	400,800	26,000
Dedicated Credits Revenue	5,700	5,900	5,900	
Total	\$387,700	\$380,700	\$406,700	\$26,000
Expenditures				
Personal Services	369,600	377,300	403,300	26,000
Out of State Travel	1,100			
Current Expense	17,000	3,400	3,400	
Total	\$387,700	\$380,700	\$406,700	\$26,000
FTE/Other				
Total FTE	8	8	7	(1)

*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency

This program is responsible for referencing all data managed by Archives. They also develop "finding aids" to make existing materials more accessible to researchers. Dedicated Credits in this program are the result of sales of various publications and the providing of services to the public.



4.0 Division of Archives

	2000	2001	2002	2003	2004
Financing	Actual	Actual	Actual	Estimated*	Analyst
General Fund	1,831,100	1,873,500	1,986,700	1,837,100	1,833,300
General Fund, One-time		17,800		67,100	
Dedicated Credits Revenue	44,800	7,500	21,900	39,500	39,500
Transfers	86,900				
Beginning Nonlapsing		95,200	63,100	7,400	
Closing Nonlapsing	(95,200)	(63,100)	(7,400)		
Total	\$1,867,600	\$1,930,900	\$2,064,300	\$1,951,100	\$1,872,800
Programs					
Archives Administration	464,500	458,500	556,800	440,800	396,900
Records Analysis	310,800	305,300	322,800	344,700	339,600
Preservation Svcs	276,700	313,900	296,900	273,200	283,700
Records Services	467,700	462,300	500,100	511,700	445,900
Patron Services	347,900	390,900	387,700	380,700	406,700
Total	\$1,867,600	\$1,930,900	\$2,064,300	\$1,951,100	\$1,872,800
Expenditures					
Personal Services	1,316,000	1,403,200	1,452,800	1,431,300	1,426,300
In-State Travel	3,500	3,700	4,700	3,400	3,400
Out of State Travel	10,500	8,000	8,200	8,200	8,200
Current Expense	388,500	386,700	426,600	383,400	321,600
DP Current Expense	146,700	127,600	169,100	119,800	108,300
Other Charges/Pass Thru	2,400	1,700	2,900	5,000	5,000
Total	\$1,867,600	\$1,930,900	\$2,064,300	\$1,951,100	\$1,872,800
FTE/Other					
Total FTE	31	35	33	33	30

*General and school funds as revised by Supplemental Bills I-V, 2002 General and Special Sessions. Other funds as estimated by agency.